

PROCEDURE 1410.14
Issued January 1, 1994

SUBJECT: Personal Use of State Telephones.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish policies for long distance telephone or toll calls and for verifying the propriety of charges for such calls.

CONTACT AGENCY: Department of Information Technology (DIT)
Infrastructure Services
Telecom & Network Management

TELEPHONE: 517/373-0785

FAX: 517/373-0303

SUMMARY: Employees may not make personal long distance telephone calls on the State leased line networks. Personal local calls are to be kept to a minimum. Long distance and toll calls, placed on the System 85/Centrex network, other telephone service providers, or on department issued credit cards, must be verified as business or authorized personal calls. The State does expect reimbursement for unauthorized personal long distance or toll calls.

APPLICABLE FORMS: None.

PROCEDURES:

Employees:

- Long distance telephone calls
 - May not make personal long distance telephone calls through the State leased line network, except as necessary to communicate unavoidable delays in scheduled work departure times, while in travel status to communicate unavoidable change in travel plans or as authorized by their respective department's policy. Personal long distance calls must be made using commercial lines -- charged to the caller's residence telephone, personal credit card, or special billing number -- or made from a physician.
 - Must reimburse the State for inadvertent long distance personal calls, including applicable taxes.

Agency:

- Assigns employees a State issued telephone credit card. Long distance or toll calls are placed by following the instructions on the credit card.

Telecom & Network Management:

- Issues a monthly billing listing long distance and toll calls made from each extension.

Agency:

- On receipt of billing list, supervisor reviews with each employee, the list of long distance calls made on the employee's assigned extension.
- On request, certifies that each call was a business long distance, toll call, or authorized personal call.
- Verification of calls.
 - Although it is not mandatory to maintain a separate record of long distance or toll calls, a suggested format for verification and documentation would contain the following:
 - Name of party called.
 - Telephone number called.
 - Date of the call.
 - Time of the call.
 - Name of the person who placed the call.
 - Purpose of the call.

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